

Utah Department of Health, Bureau of Child Care Licensing
Child Care Center Annual Announced Inspection Checklist C – Child Records

Center Name: _____ Date: ____/____/____ Licensing Specialist(s): _____

Children's Files	C-	C-	C-	C-	C-	C-	C-	C-	C-	C-	C-	C-	C-	C-	
Number of Child Files Checked: Name															
Child Records DOB															Level
Complete following records for each child?															2, 3
C1. Completed admission form. 100-9(1)(h)(i)(A)-(H)															
C2. Initial health assessment form. 100-9(1)(h)(ii) and 100-14(5)(a)-(f)															1, 3
C3. Assessment reviewed, updated, and signed/ initialed by parent in the past year? 100-14(6)															3
C4. Immunization record or legally valid exemption. 100-9(1)(h)(iii) and 100-14(4)(a)-(c)															3
C5. Completed transportation permission form, if center provides transportation services. 100-9(1)(h)(iv)															2, 3

<u>Licensed Capacity</u>	<u># of Records to be Reviewed</u>	<u># of Complete Records for 90% Compliance</u>
20 or less	10	9
21-40	15	14
41-60	20	18
61+	25	23